

## TAX PREPARATION AGREEMENT

Name of taxpayer(s) \_\_\_\_\_

Address \_\_\_\_\_

SSN \_\_\_\_\_ Spouse SSN \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

This agreement is to ensure than any citizens requesting preparation of their city tax return by the City of Tiffin Income Tax Department staff understand and agree to their responsibilities and the responsibilities of the City Tax Department. The City of Tiffin Income Tax Department is not a tax preparation firm, but as a service to its citizens, will prepare your city tax return using the information that you provide to us. It is your responsibility to provide all the information required to prepare your return completely and accurately.

If information is discovered by our office at a later date that results in a change to your return, you will be financially responsible for any fees, penalties and/or interest that may accrue on your account. Your final tax return is your responsibility and you should review it carefully after receiving your copy. Your signature(s) on this agreement will constitute your signature on your tax return. Joint returns should have both signatures. If you agree to the above terms, please sign in the space provided.

Signature (s) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

A copy of your return will be mailed to you at the address given above.

***In order for us to prepare your return, please make sure you have included all of the following (if applicable):***

\_\_\_ Names of both taxpayers (if filing a joint return)

\_\_\_ Current address

\_\_\_ Email address and phone number

\_\_\_ Social Security number

- Copies of Federal 1040 page 1 and Schedule 1 (if applicable)
- Copies of all W-2's Multiple copies may be required if your employer prints your Medicare (box 5) Wages on a different W-2 than city tax withheld. To receive credit for city tax withheld, a W-2 showing each city for which taxes were withheld is required.
- Copies of any 1099-Misc
- Copies of any W-2G gambling income
- Copies of any Federal Schedule C's if you were self-employed
- Copies of any Federal Schedule E's if you had rental property
- Copies of any Federal Schedule F
- If you moved in or out of the city, please list the date you moved \_\_\_\_\_
- Any other proof of income, credits or expenses not included in the list above